Essex Regional Retirement System
Job Posting

The Essex Regional Retirement System is seeking a **Senior Retirement Counselor**. The Senior Retirement Counselor will report directly to the Executive Director and will be responsible for the processing of superannuation and disability retirement applications, and the monthly refund warrant.

The starting salary range for this position is $80,000 to $85,000 per annum, depending upon qualifications. This is a salaried/exempt position.

Essential Responsibilities Include:

- The Senior Retirement Counselor will be responsible for the management, oversight and processing of superannuation and disability retirement applications. The Senior Retirement Counselor will coordinate the assignment of superannuation and disability retirement applications with the Retirement Counselor.
- The Senior Retirement Counselor will ensure that all superannuation and disability retirement applications, and all benefit calculations must be in accordance with Massachusetts General Law (MGL), Chapter 32 and all Public Employee Retirement Administration Commission (PERAC) and ERRS regulations and policies.
- Provide direct counseling to members on retirement benefits and options, provide retirement estimates when requested, and discuss beneficiary options and the effects on future Social Security benefits with members as needed.
- Responsible for the management, oversight and processing of the monthly refund warrant, including the completion of all refund applications, preparation of refund letters, and the processing and mailing of refund checks or wires.
- Will be the retirement system's point-person in the approval or denial of requests for liability to and from other retirement systems.
- The Senior Retirement Counselor will process all death and survivor benefits for retirees and members in service, in coordination with the Retirement Counselor.
- Determine applicability and institute domestic relations orders.
- Enter and maintain an accurate database for all types of member accounts using the Pension Technology Group (PTG) software.
- Responsible for attending office hours as necessary to provide membership and retirement counseling.
- Responsible for conducting an audit of a random sample of no less than five percent of all affidavits received in response to the biennial retiree and beneficiary census to ensure the accuracy of the affidavits received.
- Retrieve and return files, maintain file room in an orderly manner and ensure that all files are in the correct and proper location.
- Must be physically present in the office on a regular and timely basis and may be required to assist with opening, closing and securing the office as necessary.
- Perform related duties as assigned.

Qualifications for this position are:

- Bachelor's degree in public administration, business or related field required.
- A minimum of five years of public sector experience in Massachusetts required. Demonstrated knowledge of Massachusetts General Law Chapter 32 preferred.
- Experience within the Massachusetts contributory retirement system preferred.
- Excellent verbal and written communication skills required.
- Experience with Word and Excel required. Knowledge of public pension software preferred.

Retirement system office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.

Interested candidates should send their cover letter and resume to Charles E. Kostro, Executive Director, at ckostro@essexrrs.org. Only electronic submissions will be accepted for this position. This position will remain opened until filled and interviews will begin on or about June 6, 2022.

The Essex Regional Retirement System is committed to a policy of Equal Employment Opportunity and does not discriminate against applicants or employees on the basis of race, color, religion, creed, marital status, sexual orientation, national origin or ancestry, ethnicity, gender, gender identity, age, pregnancy, disability or handicap, genetic information, military service or veteran's status or any other characteristic protected by law. A background and reference check may be performed.